

Lean Extensions

A quick reference for the meaning and use of these Lean extensions, including the 8 types of waste, a key concept within the principles of Lean.



#1

Transport

Unnecessary movement of work, for example sequential process steps are not co-located



#5

Overproduction

Unnecessary effort producing work in excess or ahead of customer requirements



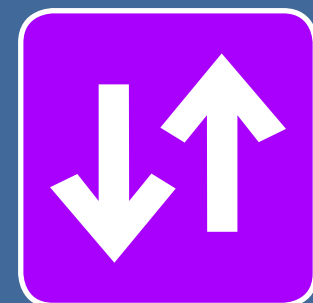
#2

Inventory

Holding information and material longer than piles of unprocessed work

Over-processing
Unnecessary activity due to complex processes and systems, such as too many approvals required

#6



#3

Motion

Non-value-added movement of people such as unnecessary meetings



#7

Defect

The effect involved in inspecting for the fixing defects, such as data entry



#4

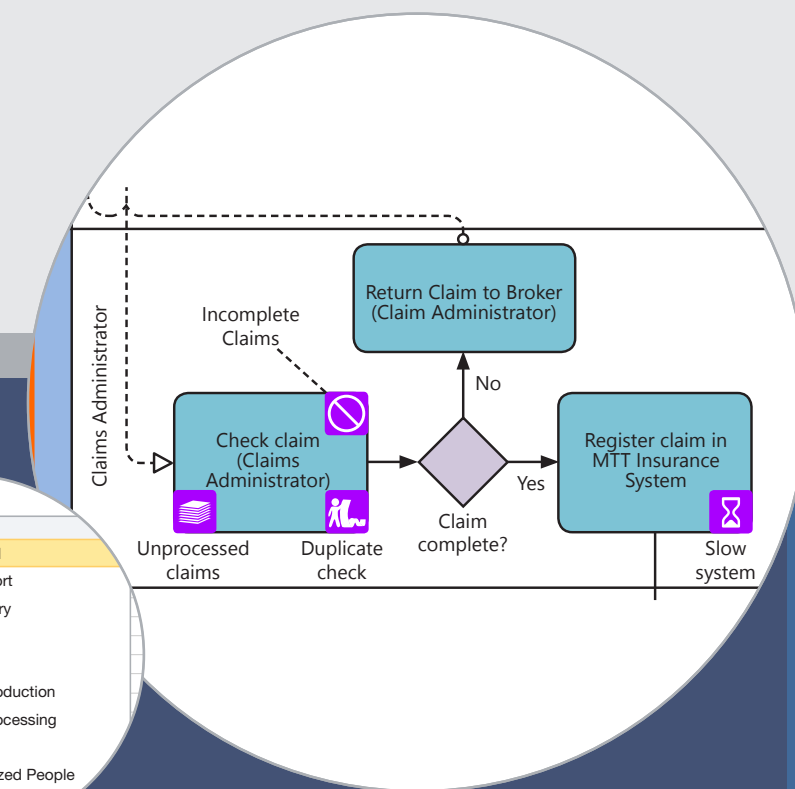
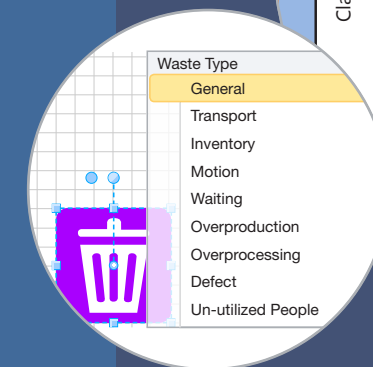
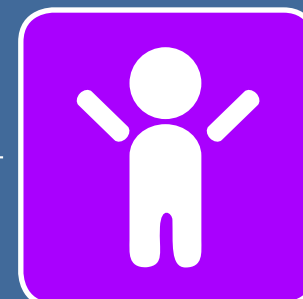
Waiting

Waiting causes delays or stoppages such as waiting for instructions

Un-utilized People

Un-utilized people covers aspects such as restricting employee's ability to input improvement ideas

#8



General
Anything that doesn't add value to the customer



Cause

Cause or potential cause of a problem in a process

Customer Touchpoint
Physical interaction between customer and organization

